Section 15.3.1 PARAMS MENU
System Tables
Agency Pay Type Group

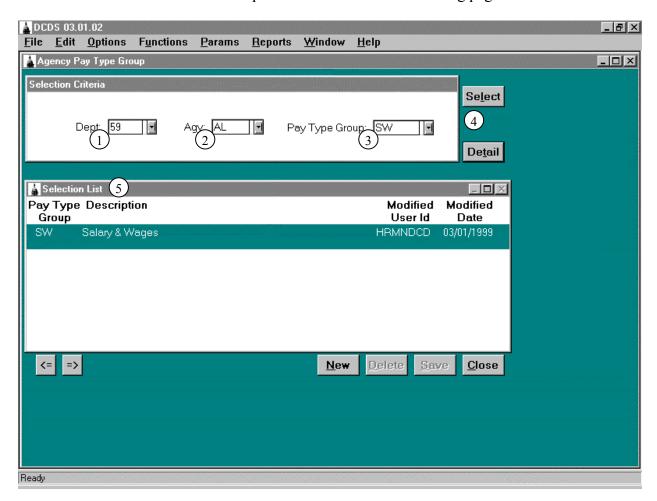|	
Purpose	This section provides the procedures for a user to add, update or delete Pay Type Groups used for distribution purposes.
Window Name	Agency Pay Type Groups
Reminders	**1.** The Agency Pay Type Group window is accessed through the <u>P</u>arams, System Tables, <u>C</u> - Agency Pay Type Group items on the menu bar.
	2. The Agency Pay Type Group window is used to define and maintain Pay Type Groups. An Agency Pay Type Group is defined to allow Pay Types to be classified based on similar characteristics. Once a group is defined, then Pay Types are assigned.
	3. The Agency Pay Type Group window contains a Selection Criteria window and a Selection List window. The minimum selection criteria is Department and Agency. A user has the option to select **ALL** Pay Type Groups by clicking on the Select button after selecting a department and agency or a specific group from the dropdown list. If a specific group has been selected and the Select button clicked, the Detail Data window is automatically displayed. Click on the New button to add a new group. The only time data is displayed in the Selection List window is when all of the groups are selected. To view the detail, highlight and click on the Select tab, the Detail Data window will then be displayed. Changes and deletes must be done from the Detail Data window.
References	*No specific references*

Agency Pay Type Group

The following window is displayed when <u>P</u>arams, <u>S</u>ystem Tables, <u>C</u> - Agency Pay Type Group is selected from the Menu bar. The steps are described on the following page.

DCDS Input Procedures
Agency Pay Type Group (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. If selecting **ALL** groups, click on the Select button.
3	Pay Type Group	Select the appropriate Pay Type Group (Salary/Wages-SW, Longevity/Insurance-LI, or Retirement-RE).
4	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
5	Selection List	Highlight the data to be updated and click the Detail button. The Detail Data window will then be displayed.

*indicates a required field that must be entered.

Agency Pay Type (Selection List)

The following information is displayed:

Field Name	Description
Pay Type Group	The Pay Type Group selected.
Description	The title or description of the Pay Type Group
Modified User/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.

DCDS Input Procedures
Agency Pay Type Group

Follow the steps below to add, update or delete agency pay types groups.

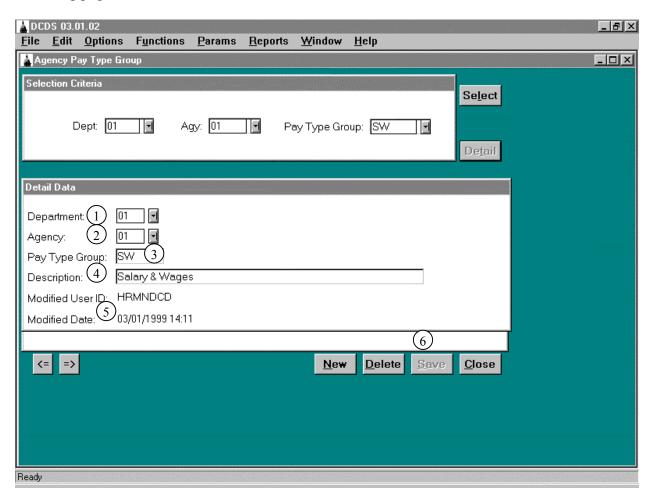| Step	Field Name	Action
Add New Agency Pay Type Group		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a new Agency Pay Type Group. The New button may be clicked from the Selection or Detail windows.
Update Agency Pay Type Group		
	Detail Button	Enter the required selection criteria and click the Select button. If a specific group was selected, the Detail Data window is automatically displayed. If a specific group was not selected, all groups will be displayed in the Selection List. Highlight the group in the Selection List window to be updated. Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update the Agency Pay Type Group data. The only item that may be changed is the description.
Delete Agency Pay Type Group		
	Delete Button	Enter the required selection criteria and click the Select button. If a specific group was selected, the Detail Data window will automatically be displayed. If a specific group was not selected, all groups will be displayed in the Selection List. Highlight the group to be deleted. Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Agency Pay Type Group. Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Agency Pay Type Group displayed in the Detail Data window.

DCDS Input Procedures
Agency Pay Type Group

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following page.

DCDS Input Procedures
Agency Pay Type Group
Detail Data Window

Follow the steps below to update or add a new pay type group.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. This field is required for a new Pay Type Group.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number. This field is required for a new Pay Type Group.
3	Pay Type Group	Select the Pay Type Group from one of the following, if applicable: ■ Salary/Wages-SW ■ Longevity/Insurance-LI ■ Retirement-RE
4	Description	Enter the description of the Pay Type Group.
5	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
6	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the new group or changes.

*indicates a required field that must be entered